

## **MINUTES OF COMMISSION MEETING**

Thursday, November 9, 2000

**Members Present:** Cheryl Smith, Yvonne O'Neill, Barbara Malone, Dave Jones, Karol Merten, Jan Irvin  
**Members Absent:** Betsy Elam, Patsy Jiminez, Jim Chapman  
**Staff to the Commission:** Laura Roberts  
**Visitors Present:** Jerry Abts, Tom Keeffer, Janet Lasick, Emily Pangborn, Irene Doyle, Richard Egan

1. **Call to Order:** The meeting was called to order by President, Cheryl Smith at 1:35 p.m. at the Barry Creek Meeting Center, 1345 Paul Bunyan Road, Susanville, California.
2. **Introductions:** All members of the Commission and visitors introduced themselves. New member, Karol Merten was introduced and welcomed to the commission.
3. **Approval of Minutes:** Jan Irvin moved that the minutes of 11/9/2000 be approved as submitted. Yvonne O'Neill seconded the motion, and the Commission approved the minutes unanimously.
4. **Fiscal Report:** Jerry Abts, Fiscal Officer, reported that as of 10/4/2000 we have a balance of \$594,168.90. This includes the \$20,000 grant for the Oral Health Summit.
5. **Investment Practices:** The County Treasurer, Richard Egan, presented information about how the Commission's funds are invested, being combined with all county funds and invested in the Local Agency Fund, and a variety of certificates of deposit, government issues, and medium term notes. The interest is apportioned to each department or project at times throughout the year. Comment was made that some Children and Families Commissions that are totally independent of County government do not have the benefit of such broad based investment strategies.
6. **Updates:** **Safe From the Start Conference:** Jan Irvin report on the Safe From The Start Conference, adding that it would be extremely beneficial for the information presented at the conference to be brought to Lassen County and presented again. She said the conference was very valuable and many people from Lassen County attended. Laura Roberts reported on the **Children's Oral Health Summit**, providing a copy of the draft executive summary, evaluation outcomes, and flip chart notes. The conference was well attended and the evaluations were outstanding. Future action is developing regarding strengthening the regional coalition, prevention and treatment options, training and education, and media. **Supplemental Allocation:** Laura reported that a supplemental allocation for commissions under a certain funding level has been approved. We should be receiving an additional \$105,000 to cover administrative overhead costs. This allows the entire base allocation to be utilized in local programs and services rather than having to spend a portion of the base funds on administrative overhead. **Final Audit and Annual Report:** The report was submitted to the State Children and Families Commission. Copies were provided for the commissioners and they are available upon request for anyone desiring a copy. **Funding Opportunities:** Laura commented briefly on a variety of funding opportunities that have been identified for the oral health project. Whether the regional project will be ready to utilize them quickly remains to be determined. One of

the grants is due by November 27, and another by December of 2000. It is unlikely that the oral health project can utilize these because of the short timeline. **Communities of Excellence:** Laura stated that the Tobacco Control Project is in the process of conducting an asset mapping process to demonstrate what has been accomplished and what areas of tobacco control remain to be addressed. A new comprehensive tobacco control plan will be written based on the mapped assets. The new plan is due in April of 2001.

7. **Strategic Plan – Moving Towards the RFA/Contracting Process:** Extensive discussion was held regarding whether to make our strategic plan more specific and then develop RFA's for specific items in the plan, or whether to put out general RFA's in the areas of parent education, child care, and health and wellness, and allow the applicants to propose specific ways in which they will provide services that will impact the lives of children aged birth to 5, and pregnant women. After a great deal of discussion, Laura was asked to develop a draft RFA that is general in nature and present it at the next meeting for review. The Commissioners indicated they preferred to allow the applicants to be creative rather than revise our strategic plan to be more specific.
8. **Set Next Meeting Date, Time, and Tentative Agenda:** The next meeting of the Commission is scheduled to be held on December 4, 2000 at 1:30 p.m. in the Barry Creek Meeting Center at 1345 Paul Bunyan Road, Suite B, Susanville, California. It is proposed to take care of the general commission business at the first part of the meeting, and then move on to the review and discussion of the proposed RFA and budget.
9. **Adjournment:** The meeting was adjourned at 3:00 p.m.

Respectfully Submitted,

Laura J. Roberts, Executive Director